



# REQUEST FOR QUOTATION

Quotations will be received until **3:00 P.M., MST, 11/10/2004**

RFQ No.: **E05-002**

Reqn. No.: **N/A**

**ARIZONA DEPARTMENT  
OF ECONOMIC SECURITY**  
**Office of Facilities Management, 810Z-8**  
**1789 W. Jefferson 4<sup>th</sup> Floor South**  
**Phoenix, AZ 85007**  
**Phone: (602) 542-3219**

## VENDOR NOTICE

### THIS IS NOT A PURCHASE ORDER

The terms and conditions on the SPO-211-RFQFOD – Continuation should be reviewed and understood before preparing a quotation. The quotation shall be the best net price. FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's Name and RFQ Number on the outside of the return envelope.

**JOB LOCATIONS: 1750 E. Windsor, 3322 E. Pinchot Ave, 3043 N. 37<sup>th</sup> Street & 2327 W. Campbell, Phoenix, Arizona**

**BUYER: Jose L. De la Torre, CPM**

## VENDOR QUOTATION

Item	Description of Material, Service or Construction	Quantity	Unit	Unit Price	Extended Price
1.	BASE RFQ: Provide all labor, equipment and materials required to tear off existing and install new <b>25-year</b> shingle roof at the building listed below per specifications and scope of work attached.				
1.1	<b>1750 East Windsor</b> - Tear off and install new – Approximately 70.42 square (1 Square = 100 S.F.) of roof surface.	1	SQ	\$ _____	\$ _____
1.2	<b>3322 East Pinchot</b> - Tear off and install new – Approximately 66.4 squares (1 Square = 100 S.F.) of roof surface.	1	SQ	\$ _____	\$ _____
1.3	<b>3043 North 37<sup>th</sup> Street</b> - Tear off and install new – Approximately 54.39 squares (1 Square = 100 S.F.) of roof surface. Roll 160.3 squares with acrylic elastomeric coating 9.3 mills per sq.	1	SQ	\$ _____	\$ _____
1.4	<b>2327 West Campbell</b> - Tear off and install new – Approximately 66.4 squares (1 Square = 100 S.F.) of roof surface.	1	SQ	\$ _____	\$ _____
2	ALTERNATE #1 Provide all labor, equipment and materials required to install new <b>25-year</b> shingle roof on top of existing roof per specifications and scope of work attached.				
2.1	<b>1750 East Windsor</b> - Tear off and install new – Approximately 70.42 squares (1 Square = 100 S.F.) of roof surface.	1	SQ	\$ _____	\$ _____
2.2	<b>3322 East Pinchot</b> - Tear off and install new – Approximately 66.40 squares (1 Square = 100 S.F.) of roof surface.	1	SQ	\$ _____	\$ _____
2.3	<b>3043 North 37<sup>th</sup> Street</b> - Tear off and install new – Approximately 54.9 squares (1 Square = 100 S.F.) of roof surface. Roll 160.3 squares with acrylic elastomeric coating 9.3 mills per sq.	1	SQ	\$ _____	\$ _____
2.4	<b>2327 West Campbell</b> - Tear off and install new – Approximately 66.40 squares (1 Square = 100 S.F.) of roof surface.	1	SQ	\$ _____	\$ _____
3	ALTERNATE #2 Provide price per sqr. foot to replace decking where necessary before the installation of new shingle. Applicable for Base bid and alternate 1.		SF	\$ _____	\$ _____

NOTE: A pre-quotation meeting shall be held at the DES Facilities Management Office 4<sup>th</sup> Floor South on **Wednesday, November 3, 2004 at 10:30 a.m. in conference room**. For a site visit at any other time, please contact either Bill Mahoney at 602-258-2520 to arrange for the site visit. **Bidders shall fax their quote to 602-542-0876, attention: Jose L. De la Torre, CPM.** By no later than 3:00 p.m. on the date required. Bids will be rejected if received after that date and time.

## “AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”

### THIS SECTION MUST BE COMPLETED BY VENDOR

**Delivery shall be made \_\_\_\_\_ calendar days after receipt of order. Payment Terms: \_\_\_\_\_**

Company Name	Address	City	State	Zip Code	Phone Number
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**Federal Employer Identification No.** \_\_\_\_\_ – \_\_\_\_\_ – \_\_\_\_\_

Signature

Date

Typed Name and Title

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## INSTRUCTION TO BIDDERS AND TERMS AND CONDITIONS

### 1. SUBMISSION:

Quotations shall be signed where applicable and received as designated on the SPO Form 211 no later than as indicated.

### 2. OPENING:

This is an informal quotation, which will not be read at a public opening; however, the information may be publicly reviewed after an award.

### 3. STANDARD PROVISIONS:

The State of Arizona's Instructions to Offerors (SPO Form 201) and Standard Terms and Conditions (SPO Form 202), where applicable, are a part of this document as if fully set forth herein. Copies of these documents are available from the Arizona State Purchasing Office.

### 4. TAXES:

The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Exemption certificates will be signed upon request. Sales Tax, if any, should be indicated as a separate item.

### 5. BID REJECTION:

The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities.

### 6. BRAND NAMES:

Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid, which proposes like quality, design or performance, will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.

### 7. ERASURES:

Erasures, inter-lineations or other modifications must be initiated by the individual signing the Request for Quotation.

### 8. UNIT PRICE:

In case of error in the extension prices in the Quotation the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date and time for receiving Quotations. Negligence by the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.

### 9. PAYMENT:

The State will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than thirty (30) calendar days shall not be considered.

### 10. PAYMENT DISCOUNT:

Payment discount periods will be computed from the date of receipt of materials or services or correct invoice, whichever is later, to the date the State's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the State shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.

### 11. ARIZONA PROCUREMENT CODE:

The Arizona Procurement Code (A.R.S. Title 41, Chapter 23) and its Rules and Regulations (A.C.R.R. Title 2, Chapter 7), are made a part of this document as if fully set forth herein. Note: A.R.S. Title 41, Chapter 23 is available at most public libraries; A.C.R.R. Title 2, Chapter 7 may be purchased from the Arizona Secretary of State; and both are available for review at the Arizona State Purchasing Office.



## SPECIAL TERMS AND CONDITIONS

SOLICITATION NO.: **E05-002**

**ARIZONA DEPARTMENT  
OF ECONOMIC SECURITY**  
Office of Facilities Management, 810Z-8  
1789 W. Jefferson 4<sup>th</sup> Floor South  
Phoenix, AZ 85007  
Phone: (602) 542-3219

### PURPOSE

Following the provisions of the Arizona Procurement Code, §ARS 41-2501 et seq., the State of Arizona, Department of Economic Security intends to establish a contract for the material or services listed herein in this solicitation.

### CONTRACT TYPE (ONE TIME PURCHASE)

Fixed price, one time planned obligation.

### COMPLETION TIME

This project shall be completed within thirty (120) calendar days from the date fixed on notice to proceed.

### CONTRACTOR RESPONSIBILITY

The Contractor shall protect his equipment from damage and shall protect State property from damage or loss arising in connection with this contract and shall be liable for any damage, injury or loss caused by his operations or those of his employees.

### CURRENT PRODUCTS

All products offered in response to this solicitation shall be in current and ongoing production; shall have been formally announced for general marketing proposed; shall be a model or type currently functioning in a user (paying customer) environment and capable of meeting or exceeding all specifications and requirements set forth in this solicitation.

### EVALUATION (RFQFOD)

In accordance with the Arizona Procurement Code R2-7-336 regarding procurements not to exceed an aggregate amount of thirty-five thousand dollars (\$35,000), award shall be made to the lowest responsible and responsive offeror whose offer conforms in all material respects to the requirements and criteria set forth in the Request for Quotation (FOD).

### FINAL INSPECTION

The Contractor must call for a final inspection of the completed job to be made by an authorized representative of the State before submitting application for final payment.

### INSURANCE

The State requires a complete and valid Certificate of Insurance prior to the commencement of any service or activity specified in this solicitation. The State will notify the successful contractor(s) of the intent to issue a contract award. The successful contractor(s) must at that time submit an original copy of the attached Certificate of Insurance (SPO FORM 221D) for coverage in the minimum amounts stated. The coverage shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other contractor obligations.

### BONDS

None

### SMALL BUSINESS:

This purchase is restricted to small businesses. A small business is one that, including its affiliates, is independently owned/operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which had gross receipts of less than \$4 million dollars in its last fiscal year. By submitting a quote in response to this solicitation, an offeror certifies that it is a small business as defined above.



## SPECIFICATIONS

SOLICITATION NO: E05-002

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### GENERAL

1. Contractor is to clean up after each day's work and pick up any roofing nails left on the ground before leaving the site.
2. All removals shall be disposed of on roll-off containers to be provided by the contractor to the job site before job start.
3. It shall be the contractor's responsibility to field verifies existing conditions for work under this contract (i.e. roof measurements, site conditions, etc.). The bid price shall represent the contractor's best estimate of the work involved. The Owner shall not be burdened with any additional costs beyond those reflected in the contractor's bid price unless the Owner makes a substantial change in the scope of work or there are latent, difficult to ascertain conditions beyond the control of the contractor.

### SUBSTITUTIONS

Identification of materials or equipment by manufacturer's name or trade name is not meant to give preference to any manufacturer, but merely to establish a standard.

### AVAILABILITY

The determination of availability of this material within the time required for contract performance is the responsibility of the contractor. No substitutions will be allowed after the award of the project. The contractor is to notify suppliers of the time required for this contract. Their bids as suppliers shall reflect delivery of items in a timely manner to complete the project in complete conformance with the time requirements as set forth in this bid.

### SCOPE OF WORK BASE BID

The contractor shall provide all equipment, labor and material to perform the following:

1. The general scope of work typical to the re-roofing of the area specified on the RFQ, with shingles brand LANDMARK 30 Granite Gray Shingles or equal includes the following:
  - 1.2 Contractor is to remove all existing roofing down to the deck. Dispose of all existing material, accessories such as metal flashing, counter-flashing, roof jacks and metal edge drips.
  - 1.3 Clean and prepare roof decking thoroughly prior to roof installation
  - 1.4 Supply and install all new metal roofing accessories (minimum of 26 gauge galvanized) for a complete roof system. Contractor is to paint all new metal accessories, including all new metal edge drips, with commercial grade, acrylic latex Dunn Edwards paint or equal. Color selection to be matched to existing color on walls. The entire building shall be provided with new metal edge drips. The new metal edge drip shall be the standard 26 gauge, 1-1/2 x 4" galvanized metal, long enough at one end to overlap where the new rain gutters be installed.
  - 1.5 Contractor is to dispose of damaged and provide new molding as needed and paint as required by DES staff.
  - 1.6 Where required re-route all mechanical, electrical or plumbing piping and fixtures as needed to remove and re-install roofing.
  - 1.7 Contractor must field verify all dimensions of roof and bid accordingly.
  - 1.8 Contractor shall remove and dispose of any and all existing rain gutters and downspouts off the property and install new.
  - 1.9 DES staff will trim trees as necessary to allow roofing to be installed.
  - 1.10 Clean existing foam roof surface and roll it with acrylic elastomeric roof coating.
  - 1.11 Install heavy-duty pads under all mechanical equipment stands.
  - 1.12 Contractor must field verify all dimensions of roof and bid accordingly.

### SCOPE OF WORK ALTERNATE BID 1

The contractor shall provide all equipment, labor and material to perform the following:

The general scope of work typical to the re-roofing of the area specified on the RFQ, with shingles brand LANDMARK 30 Granite Gray Shingles or equal includes the following:

Conform with items 1.3, 1.4, 1.5, 1.7, 1.8, 1.9, 1.10, 1.11, and 1.12



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### ASPHALT SHINGLES GENERAL

#### Product Handling, storage, and delivery

Storage of Material:

Store all roofing materials, coatings, and miscellaneous accessories off ground completely protected against weather.

Approved Manufacturers

G.A.F. Manufacturers, John – Mansville, Genstar, Tamco, Owens Corning, Certain Teed

Standards:

All work shall be performed by an applicator approved by the manufacturer of the materials installed in strict accordance with the manufacturer's directions. Submit to Owner prior to commencement of work, two (2) copies of manufacturer's recommended installation procedures together with all roofing details for shingle installation.

### PRODUCTS

Roofing System

Asphalt shingle system having a summary of materials as follows:

No. 15 Asphalt Base 15 Lbs. - U.L. Glass "A" Fire Resistant - Approximately total weight per square 250 Lbs.

### EXECUTION

Inspection of surface:

Roof Deck:

Roof deck shall be smooth, dry, clean and free of sharp projections and depressions. Properly grade surfaces to outlets.

Roof accessories shall be available before contractor begins work.

Sheet Metal Work:

All metal flashing shall be factory primed or primed with asphalt primer and allowed drying before roofing materials are applied.

### APPLICATION

Base Felt:

The use of base felt is applicable for the base bid and alternate bid wood sheathing shall be covered with one layer of No. 15# Asphalt Felt, applied at right angles to slope. Lapping 2" on sides and 4" on ends. Nail sufficiently to hold in place.

Shingles:

Over the felt apply the shingles, starting  $\frac{1}{2}$ " beyond eaves, with a double course of shingles or 9" wide starting strip and work toward the ridge. Asphalt shingles shall be laid with 5" spacing between cutouts and 5" tab exposures. Butts of shingles shall be in a straight, continuous line. Nail each shingle strip with 4" nails  $\frac{3}{4}$ " in from each end and one inch above cutouts. The last course of shingles shall be trimmed off evenly at the ridge. All shingles shall be nailed, not stapled, per manufacturer's recommendations.

Valleys:

This project requires the installation of a closed-woven valley by applying a double layer of 15# felt underpayment, followed by a valley lining consisting of a 36" wide strip of 90# roll roofing centered in the valley. Valley shingles are laid over the lining by applying the shingles on both roof surfaces at the same time, weaving each course in turn over the valley. The first course of the valley is laid along the eaves of one surface over the valley lining, extending it along the adjoining roof surface for a distance of at least 12 inches. The first course of the adjoining roof surface is then carried over the valley on top of the previously applied shingle. Succeeding courses are then laid alternately, weaving the valley shingles over each other. The shingles are pressed tightly into the valley and nailed normally, except no nail shall be located closer than 6" to the valley center line and two nails are used at the end of each terminal strip.

Hips and Ridges:

Cover hips and ridges with individual shingles of same color. Apply with a 5" exposure, blind nailed on both sides of ridge.

Completion: Shingles that are not laying down flat should be cemented down with a flashing compound.

Weather: Conduct no roofing operations when water in any form is present on the deck or when materials are damp, wet or likely to be wetted by the elements.

Water-stopping: At the end of each day's work, the work performed during the day shall be sealed at the edges and well covered to prevent moisture from getting under the material.



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### GENERAL NOTES

The Contractor shall be responsible for the protection of the owner's equipment against damage arising from this work. All work can be done during regular office hours and weekends. The individual buildings will be available 5:00 A.M – 3:00 P.M. seven days a week.

Contractor is responsible for reviewing engineer's report on asbestos containing materials (ACM) Within the building. Contractor is responsible to insure that the owner is notified before any disturbance to ACM's. NO ACM shall be installed in any form without prior approval of the Owner. Material Safety Data Sheets for all materials used shall be provided with the close-out package prior to final payment. Identification of materials or equipment by manufacturer's name or trade name is not meant to give preference to any manufacturer, but merely to establish a standard.

### WARRANTY:

Shingles shall be rated at 255 lbs. Per square, which equate to a 25-year shingle. Workmanship shall be guaranteed for a period of 5 years. Final acceptance of the roofs and any warranties thereof shall be contingent upon a final inspection and receipt of a certified statement from the manufacturer's representative stating that the roofing installation and details meet the manufacturer's installation procedures and guidelines.

#### Alternate #2

Provide square ft. cost for replacement of roof sheathing (decking) for the areas where the roof structural characteristics are questionable for water damaged.